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Security Information

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 7 May 1953

FROM : Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

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a. Move to [REDACTED] (continued item)

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(1) Information has been received that the date of availability of the [REDACTED] site is 18 May 1953. From on-the-spot observations, this appears to be highly unrealistic unless, of course, the tempo of construction work is increased considerably over current efforts during the intervening period.

(2) Detail Moving Plans, supplementing the Operational Plan forwarded by memorandum of 30 April, are in the final stage of preparation and will be ready for distribution no later than 12 May.

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(3) Through weekly meetings conducted by General Services, coordination is continuing between Communications, Technical Services Staff, Real Estate and Construction, Supply and other cognizant offices in an endeavor to satisfy all requirements incident to the consolidation of Washington area sites at [REDACTED]

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b. Supply Training at [REDACTED] (continued item)

The seminar of discussion topics has now been completed and should be ready for final draft by 11 May.

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c. [REDACTED] (continued item)

Inclement weather has halted driveway work, and 30 additional days have been granted contractor for completion thereof. Otherwise, activation of depot is progressing satisfactorily.

d. Supply Economy Program: (continued item)

Good!

A meeting has been planned with all Administrative Officers in the DD/I complex to explain the operation of the Economy Program to be put forth in the Agency, and to enlist broad cooperation so as to assure success of the program.

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2. PROJECTS AND STUDIES IN PROCESS:

a. Catalog Index: (continued item)

No change.

b. Stock Numbers for Material under OPC Logistics Control: (new item)

Several months ago, stock numbers were assigned to OPC items using a tentative list furnished by the Munitions Board. Such lists have now been firmed and refined by that agency with a large number of changes resulting from the original listing. Since these items comprise the majority of those contained in the Requirements Pad issued by Coordination and Requirements Staff, it follows that firm stock numbers be used for processing in the Stock Control Branch to determine availabilities, prices, etc. Priority attention is being extended to this task.

c. Stock Numbers for New Electronics Items: (new item)

The Office of Communications has forwarded approximately 600 new items in their requirements planning which will require stock numbering and approved item names. This work will proceed in a manner without specific priority and fitted into the overall workload of the Catalog Branch.

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d. Non-Catalogued Items at [REDACTED] (new item)

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Recently, some 6000 items, mostly military, were procured by [REDACTED] and placed into store. The Catalog Branch has scheduled to identify and stock number, for future catalog publication, those items representing normal stock material. Work is progressing through research, covering a large file of shipping documents, receiving reports, inventory listings, etc., to accomplish this task.

3. OTHER ITEMS OF INTEREST:

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a. [REDACTED] Security Inspection: (new item)

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The Chief of the [REDACTED] reports that a routine security check of the depot was made by Mr. [REDACTED] on Friday, 1 May. The findings of Mr. [REDACTED] are not available for comment, but two particular points are noted from the depot's report of this inspection.

(1) Detailed instructions with forms are required in debriefing employees (GSA) upon separation.

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(2) Shipment of cargo from [REDACTED] indicating [REDACTED] as consignor on [REDACTED] Shipping Documents is a point raised by Mr. [REDACTED] and will, no doubt, be taken up with the Supply Division.

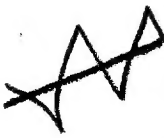
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b. Financial Accounting Procedure: (continued item)

 The financial and property accounting program was placed in effect 1 May 1953. Stock Control Branch and Mr. [REDACTED] TAS, Comptroller's Office, are exercising close supervision over initial operations and reports to ensure attainment of desired objectives of assignments under this new procedure.

c. Supply Regulations and Procedures: (continued item)

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(1) An informal meeting was held with Messrs. [REDACTED] to review the Division's prepared regulations and procedures with the aim of placing such publications in more complete alignment with Agency format therefor. It was determined that Regulation No. [REDACTED] entitled "CIA Procurement and Supply Manual", prepared under date of 17 February 1953, can with minor revisions be promulgated in the format prescribed for Agency regulations. The [REDACTED] Supply Procedure, composed of some 26 chapters on detailed supply operations, will require further analysis as to its future distribution in the form of a handbook or possible inclusion in Agency supply regulations, mentioned above. Mr. [REDACTED] will be [REDACTED] copies, as requested, of these publications for such review and further discussions with cognizant persons in the Logistics Office.

(2) A supplemental sheet is forwarded herewith indicating status of Supply Regulations and Procedures.

4. SPECIAL PROBLEMS:

None

5. MAJOR OBJECTIVES:

The following major objective is now reported 100% completed: "Periodic World-Wide Stock Balance and Consumption Report - Depots in Continental U. S.". No other significant change in completion can be reported over that shown in the Weekly Activity Report of 16 April.

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Encl: Status of Supply
Reg. and Proced.

LO/SD/DWW:dmg (7 May 1953)

Distribution:
1 - Supply

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STATUS OF SUPPLY REGULATIONS AND PROCEDURES

| <u>Regulation</u> | <u>Headquarters</u> | <u>Status</u> | |
|---|---------------------|---------------|---------------|
| AGENCY SUPPLY SYSTEM-GENERAL | | Being Written | |
| ACCOUNTABILITY AND RESPONSIBILITY | | Comment | |
| STOCK CATALOG | | Comment | |
| STOCK LEVELS | | Being Written | |
| REQUISITIONING | | Comment | |
| DISTRIBUTION AND TRANSFER OF PROPERTY | | Comment | |
| AUDIT AND INVENTORY | | Comment | |
| ISSUE AND USE OF GOVERNMENT PROPERTY | | Comment | |
| MATERIAL DISPOSITION (NOT INCLUDING ISSUES, TRANSFERS OR LOANS) | | Comment | |
| BOARDS OF SURVEY | | Comment | |
| REPORTS | | Comment | |
| <u>PROCEDURES*</u> | | | |
| SUPPLY - HANDBOOK | | | Being Written |
| SUPPLY - HANDBOOK | | Comment | |

*Because of the scope of subject matter and the detailed extent of the procedures set forth in these publications, it is proposed to use a single unit of individual chapters.

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